

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Erie County PHA Consortium Plans
5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan
Agency Identification

PHA Name: Erie County PHA Consortium

PHA Number: NY091

PHA Fiscal Year Beginning: 01/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

☒ Main administrative office of the PHA's agent, Belmont Shelter Corp.

☐ PHA development management offices

☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

☒ Main administrative office of the PHA's agent, Belmont Shelter Corp.

☐ PHA development management offices

☐ PHA local offices

☐ Main administrative office of the local government

☐ Main administrative office of the County government

☐ Main administrative office of the State government

☐ Public library

☐ PHA website

☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main business office of the PHA's agent, Belmont Shelter Corp.

☐ PHA development management offices

☐ Other (list below)

5-Year Plan
PHA Fiscal Years 2000 - 2004
[24 CFR Part 903.5]

A. Mission

_____ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

XX The PHA's mission is:

As stated in the Erie County PHA Consortium's Policy Statement (12/76), "Operation of the Erie County cooperative program for Section 8 Existing Housing" shall be guided by the following objectives:

- A) To provide housing assistance to low income families and elderly or handicapped households in keeping with the Erie County Housing Assistance Plan goals for Section 8 Existing Housing assistance,
- B) To provide relatively equal geographic access to the program for all residents of the Erie County consortium area,
- C) To encourage the greatest possible locational choice in housing for its residents throughout Erie County,
- D) To promote greater administrative efficiencies than would be possible under individual municipal participation,
- E) To establish close working relationships between landlords, the Administering Agency, and municipalities as well as sensitive, fair procedures for working with applicants for assistance,
- F) To determine the extent of need for rental assistance and the degree to which the existing housing supply satisfies the demand,
- G) To safeguard the anonymity of those being assisted,
- H) To utilize the full HUD allocation within a one-year period,
- I) To maintain a high degree of renter/landlord satisfaction (95%) as measured by an annual review or survey.

B. Goals

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

XX PHA Goal: Expand the supply of assisted housing

Objectives:

- xx Apply for additional rental vouchers:
- _____ Reduce public housing vacancies:
- _____ Leverage private or other public funds to create additional housing opportunities:
- _____ Acquire or build units or developments
- _____ Other (list below)

XX PHA Goal: Improve the quality of assisted housing

Objectives:

- _____ Improve public housing management: (PHAS score)
- xx Improve voucher management: (SEMAP score)
- xx Increase customer satisfaction: (see PHA Mission, item I, above)

xx
functions: Concentrate on efforts to improve specific management
(e.g., voucher unit inspections)
____ Renovate or modernize public housing units:
____ Demolish or dispose of obsolete public housing:
____ Provide replacement public housing:
____ Provide replacement vouchers:
____ Other: (list below)

XX PHA Goal: Increase assisted housing choices

Objectives:

xx Provide voucher mobility counseling:
xx Conduct outreach efforts to potential voucher landlords
xx Increase voucher payment standards
xx Implement voucher homeownership program:
____ Implement public housing or other homeownership programs:
____ Implement public housing site-based waiting lists:
____ Convert public housing to vouchers:
xx Other: (list below)
Maintain Housing Resource Room, to provide mobility counseling in
addition to regular tenant briefings.

HUD Strategic Goal: Improve community quality of life and economic vitality

N/A PHA Goal: Provide an improved living environment

Objectives:

____ Implement measures to deconcentrate poverty by bringing
higher income public housing households into lower income developments:
____ Implement measures to promote income mixing in public
housing by assuring access for lower income families into higher income
developments:
____ Implement public housing security improvements:
____ Designate developments or buildings for particular
resident groups (elderly, persons with disabilities)
____ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families
and individuals

XX PHA Goal: Promote self-sufficiency and asset development of assisted
households

Objectives:

xx Increase the number and percentage of employed
persons in assisted families: a function of the Family Self-Sufficiency (FSS)
Program
xx Provide or attract supportive services to improve
assistance recipients' employability: a function of the FSS Program
xx Provide or attract supportive services
to increase independence for the elderly or families with disabilities, through
special needs funding.
xx Other: (list below)
Encourage assisted families to take advantage of the
opportunities offered through the FSS Program.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

XX PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

xx Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: HA will provide fair housing information and outreach and referrals to fair housing investigative agencies when appropriate.

xx Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: The HA will conduct outreach to owners, individually and at seminars, which promotes the principles of fair housing.

xx Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The HA will provide owners with information and referrals to Community Development offices as a means of funding accessibility features.

_____ Other: (list below)

Other PHA Goals and Objectives: (list below)

The PHA reviewed its use of the former Federal Preferences for admission to the Section 8 Program and, in light of the statutory requirement that 75% of admissions be at or below 30% of median area income, found them redundant and eliminated them.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

Annual Plan Type:

_____ Standard Plan

Streamlined Plan:

_____ High Performing PHA
_____ Small Agency (<250 Public Housing Units)
 xx Administering Section 8 Only
_____ Troubled Agency Plan

Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]

Belmont Shelter Corp, as agent for the Erie County PHA Consortium, has prepared this agency plan in accordance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and the ensuing HUD rule, 24 CFR Part 903. As the PHA is responsible for administering Section 8 Programs only, this is a streamlined plan.

The PHA has identified and intends to meet the following goals, as part of the annual planning process and in the pursuit of its mission.

Goal 1 - Strategies for Addressing Housing Needs:

Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. Payment standards are currently set at 100% of the FMR. The PHA will increase payment standards to 110% of FMR in higher cost areas of the market area if families experience significant housing search periods (ie; greater than 90 days from voucher issuance).

Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. PHA employs a full-time Relocation Specialist to assist harder-to-house families.

Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration. PHA employs full-time Landlord Outreach Specialist to market programs to owners in an effort to accomplish this goal.

Goal 2 - Strategies for Increasing the Number of Affordable Housing Units:

The PHA will apply for additional Section 8 units should they become available. Recently funded applications have provided an additional 535 vouchers.

The PHA is HUD-certified as a Homeownership Counseling Agency, and received HUD funds to carry out counseling activities in the area.

Goal 3 - Strategies for Targeting Assistance to Specific Family Types:

The PHA will continue to apply for special-purpose vouchers targeted to the elderly, veterans, homeless, families with members with disabilities, families with children in foster care and families affiliated with Welfare-to-Work Programs, should they become available.

The PHA has adopted interim re-examination policies that support and encourage work.

The PHA will continue to market its programs to local agencies that assist families with disabled and elderly members and families of races and ethnicities with disproportionate housing needs.

Goal 4 - Strategies to Affirmatively Further Fair Housing:

The PHA will continue to counsel families at all tenant briefings and on an as-needed basis, as to the location of units outside of areas of poverty or minority concentration, and will assist them in accessing those units.

The PHA employs a full-time Landlord Outreach Specialist to market the Section 8 program to owners, particularly those with properties outside of areas of poverty / minority concentration.

PHA staff members participate with and/or are board members of organizations promoting fair housing in the community, including Housing Opportunities Made Equal and the Erie County Fair Housing Partnership.

PHA staff will continue participating in monthly fair housing training sessions.

Goal 5 - Strategies to Promote Self-Sufficiency:

The PHA has received funding for a full-time Coordinator for the Family Self-Sufficiency Program, which will help the PHA meet goals specified in the FSS Action Plan (see attachments).

The PHA will submit an application for funding for the Welfare-to-Work Voucher Program, if funding is appropriated, and will coordinate its efforts with those of the local TANF agency in promoting self-sufficiency of assisted families.

The PHA's application to HUD for approval as a certified Housing Counseling Agency, has been approved, enabling the PHA to assist low to moderate income families with homeownership.

Annual Plan Table of Contents [24 CFR Part 903.7 9 (r)]

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Attachments

Required Attachments:

N/A Admissions Policy for Deconcentration

N/A FY 2000 Capital Fund Program Annual Statement

N/A Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

xx PHA Management Organizational Chart

____ FY 2000 Capital Fund Program 5 Year Action Plan

____ Public Housing Drug Elimination Program (PHDEP) Plan

xx Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

____ Other (List below, providing each attachment name)

Supporting Documents Available for Review

List of Supporting Documents Available for Review

Applicable
&
On
Display

Supporting Document
Applicable Plan
Component

xx
PHA Plan Certifications of Compliance with the PHA Plans
and Related Regulations
5 Year and Annual Plans

xx
State/Local Government Certification of Consistency with
the Consolidated Plan
5 Year and Annual Plans

xx
Fair Housing Documentation:
Records reflecting that the PHA has examined its programs
or proposed programs, identified any impediments to fair
housing choice in those programs, addressed or is
addressing those impediments in a reasonable fashion in
view of the resources available, and worked or is working
with local jurisdictions to implement any of the
jurisdictions' initiatives to affirmatively further fair housing
that require the PHA's involvement.

5 Year and Annual Plans

xx
Consolidated Plan for the jurisdiction/s in which the PHA is
located (which includes the Analysis of Impediments to Fair
Housing Choice (AI) and any additional backup data to
support statement of housing needs in the jurisdiction
Annual Plan:
Housing Needs

N/A
Most recent board-approved operating budget for the public
housing program

Annual Plan:
Financial Resources;

N/A
Public Housing Admissions and (Continued) Occupancy
Policy (A&O), which includes the Tenant Selection and

Assignment Plan [TSAP]

Annual Plan: Eligibility,
Selection, and Admissions
Policies

xx

Section 8 Administrative Plan

Annual Plan: Eligibility,
Selection, and Admissions
Policies

N/A

Public Housing Deconcentration and Income Mixing
Documentation:

PHA board certifications of compliance with
deconcentration requirements (section 16(a) of the US
Housing Act of 1937, as implemented in the 2/18/99 Quality
Housing and Work Responsibility Act Initial Guidance;
Notice and any further HUD guidance) and

18. Documentation of the required deconcentration and
income mixing analysis

Annual Plan: Eligibility,
Selection, and Admissions
Policies

N/A

Public housing rent determination policies, including the
methodology for setting public housing flat rents

check here if included in the public housing

A & O Policy

Annual Plan: Rent
Determination

N/A

Schedule of flat rents offered at each public housing
development.

check here if included in the public housing

A & O Policy

Annual Plan: Rent
Determination

xx

Section 8 rent determination (payment standard) policies.

XX Check here if included in Section 8 Administrative
Plan

Annual Plan: Rent
Determination

N/A

Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)

Annual Plan: Operations
and Maintenance

N/A

Public housing grievance procedures
check here if included in the public housing
A & O Policy

Annual Plan: Grievance
Procedures

xx

Section 8 informal review and hearing procedures
XX Check here if included in Section 8 Administrative
Plan

Annual Plan: Grievance
Procedures

N/A

The HUD-approved Capital Fund/Comprehensive Grant
Program Annual Statement (HUD 52837) for the active
grant year

Annual Plan: Capital
Needs

N/A

Most recent CIAP Budget/Progress Report (HUD 52825)
for any active CIAP grant

Annual Plan: Capital
Needs

N/A

Most recent, approved 5 Year Action Plan for the Capital
Fund/Comprehensive Grant Program, if not included as an
attachment (provided at PHA option)

Annual Plan: Capital
Needs

N/A

Approved HOPE VI applications or, if more recent,
approved or submitted HOPE VI Revitalization Plans or any
other approved proposal for development of public housing

Annual Plan: Capital
Needs

N/A

Approved or submitted applications for demolition and/or

disposition of public housing
Annual Plan: Demolition
and Disposition

N/A
Approved or submitted applications for designation of
public housing (Designated Housing Plans)
Annual Plan: Designation
of Public Housing

N/A
Approved or submitted assessments of reasonable
revitalization of public housing and approved or submitted
conversion plans prepared pursuant to section 202 of the
1996 HUD Appropriations Act
Annual Plan: Conversion
of Public Housing

N/A
Approved or submitted public housing homeownership
programs/plans
Annual Plan:
Homeownership

xx
Policies governing any Section 8 Homeownership program
XX check here if included in the Section 8
Administrative Plan
Annual Plan:
Homeownership

N/A
Any cooperative agreement between the PHA and the
TANF agency
Annual Plan: Community
Service & Self-Sufficiency

xx
FSS Action Plan/s for public housing and/or Section 8
XX check here if included in the Section 8
Administrative Plan
Annual Plan: Community
Service & Self-Sufficiency

N/A
Most recent self-sufficiency (ED/SS, TOP or ROSS or other
resident services grant) grant program reports
Annual Plan: Community
Service & Self-Sufficiency

N/A

The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)

Annual Plan: Safety and Crime Prevention

xx

The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings

Annual Plan: Annual Audit

N/A

Troubled PHAs: MOA/Recovery Plan

Troubled PHAs

Other supporting documents (optional)

(list individually; use as many lines as necessary)

(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Housing Needs of Families in the Jurisdiction
by Family Type

Family Type

Overall

Afford-
ability
Supply
Quality

Accessi-
bility

Size
Location

Income <= 30%
of AMI
33,244
5
5
5
3
3
5

Income >30%
but <=50% of
AMI
16,750
5
5
5
2
3
5

Income >50%
but <80% of
AMI
8,401
3
3
3
1
2
4

Elderly
16,910
5
5
4
4
1
3

Families with
Disabilities
5,919*
5
5
5
5
1
5

white/non-Hisp.
39,523
3
3
3
3
3
1

Black/non-Hisp.
16,547
5
5
5
3
5
5

Hispanic
2,942
5
5
5
3
5
5

other minority
1,342
5
5
5
3
5
5

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

xx Consolidated Plan of the Jurisdiction/s
Indicate year: Erie County Five Year Consolidated Plan - 1995-
2000 & 1998-1999 Action Plan
Consolidated Plan, Amherst, Tonawanda, Cheektowaga
Consortium - 1995-2000
City of Buffalo, New York Consolidated Plan - 1995-
1996

xx U.S. Census data: the Comprehensive Housing Affordability
Strategy ("CHAS") dataset

____ American Housing Survey data
Indicate year: ____
____ Other housing market study
Indicate year: ____
xx Other sources: (list and indicate year of information)
*Mainstream Housing Opportunities For Persons with Disabilities, Section 8
Application for Funding 2000.

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-
Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
xx Section 8 tenant-based assistance
____ Public Housing
____ Combined Section 8 and Public Housing
____ Public Housing Site-Based or sub-jurisdictional waiting list
(optional) If used, identify which development/subjurisdiction:

of families
% of total families
Annual Turnover

Waiting list total
17,230

Extremely low
income <=30%
AMI
14,003
81%

Very low income
(>30% but <=50%
AMI)
3,227
18.73%

Low income
(>50% but <80%

AMI)
0
0%

Families with
children
9,858
57.21%

Elderly families
5,355
31%

Families with
Disabilities
5,218
30.28%

white/not Hispanic
7,636
44.32%

white/Hispanic
1,063
6.17%

Black/not Hispanic
8,071
46.84%

Black/Hispanic
137
0.8%

American Indian
254
1.47%

Asian/Pacific Isl.

69
0.4%

Characteristics by
Bedroom Size
(Public Housing
Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? xx No Yes
If yes:
 How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No
Yes
Does the PHA permit specific categories of families onto the
waiting list, even if
generally closed? No Yes

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the
PHA within
its current resources by:

____ Employ effective maintenance and management policies to minimize
the
number of public housing units off-line
____ Reduce turnover time for vacated public housing units
____ Reduce time to renovate public housing units
____ Seek replacement of public housing units lost to the inventory
through mixed
finance development
____ Seek replacement of public housing units lost to the inventory
through section
8 replacement housing resources
xx Maintain or increase section 8 lease-up rates by establishing
payment standards
that will enable families to rent throughout the jurisdiction
xx Undertake measures to ensure access to affordable housing
among families
assisted by the PHA, regardless of unit size required
xx Maintain or increase section 8 lease-up rates by marketing the
program to
owners, particularly those outside of areas of minority and poverty
concentration
____ Maintain or increase section 8 lease-up rates by effectively
screening Section 8
applicants to increase owner acceptance of program
xx Participate in the Consolidated Plan development process to
ensure
coordination with broader community strategies
xx Other (list below):

Implement incentive plan to promote Section 8 lease-up rates and
increase
utilization to 93%, by December 1, 2001.

Strategy 2: Increase the number of affordable housing units by:

xx Apply for additional section 8 units should they become
available
____ Leverage affordable housing resources in the community through the
creation

of mixed - finance housing
____ Pursue housing resources other than public housing or Section 8
tenant-based assistance.

xx Other: (list below)

Utilize HUD-certification as Homeownership Counseling Agency to
assist low & moderate income families in buying homes.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of
AMI

____ Exceed HUD federal targeting requirements for families at or below
30% of

AMI in public housing

Exceed HUD federal targeting requirements for families at or
below 30% of

AMI in tenant-based section 8 assistance

xx Employ admissions preferences aimed at families with economic
hardships

xx Adopt interim re-examination policies that support and
encourage work

____ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of
AMI

____ Employ admissions preferences aimed at families who are working

xx Adopt interim re-examination policies that support and
encourage work

____ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

____ Seek designation of public housing for the elderly

xx Apply for special-purpose vouchers targeted to the elderly,
should they become
available

xx Other: (list below)

HA will maintain Hope for Elderly Independence (HEI) set-aside
vouchers for

frail-elderly applicants after initial ACC expires

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

____ Seek designation of public housing for families with disabilities
____ Carry out the modifications needed in public housing based on the
section 504
Needs Assessment for Public Housing
xx Apply for special-purpose vouchers targeted to families with
disabilities,
should they become available
xx Affirmatively market to local non-profit agencies that assist
families with
disabilities
____ Other: (list below)

Need: Specific Family Types: Races or ethnicities with
disproportionate housing
needs

Strategy 1: Increase awareness of PHA resources among families of races
and
ethnicities with disproportionate needs:

xx Affirmatively market to races/ethnicities shown to have
disproportionate
housing needs
____ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

xx Counsel section 8 tenants as to location of units outside of
areas of poverty or
minority concentration and assist them to locate those units
xx Market the section 8 program to owners outside of areas of
poverty /minority
concentrations
____ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)
None

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's
selection of the
strategies it will pursue:

xx Funding constraints
xx Staffing constraints
____ Limited availability of sites for assisted housing
____ Extent to which particular housing needs are met by other
organizations in the
community
xx Evidence of housing needs as demonstrated in the Consolidated
Plan and other
information available to the PHA
xx Influence of the housing market on PHA programs
____ Community priorities regarding housing assistance
xx Results of consultation with local or state government

xx Results of consultation with residents and the Resident
Advisory Board
xx Results of consultation with advocacy groups
____ Other: (list below)

2. Statement of Financial Resources
[24 CFR Part 903.7 9 (b)]

Financial Resources:
Planned Sources and Uses

Sources
Planned \$
Planned Uses

1. Federal Grants (FY 2000
grants)

a) Public Housing Operating Fund
0

b) Public Housing Capital Fund
0

c) HOPE VI Revitalization
0

d) HOPE VI Demolition
0

e) Annual Contributions for Section
8 Tenant-Based Assistance
18,375,518

f) Public Housing Drug Elimination
Program (including any
Technical Assistance
funds)
0

g) Resident Opportunity and Self-
Sufficiency Grants
0

h) Community Development Block
Grant
0

i) HOME
0

Other Federal Grants (list below)

Hope for Elderly Independence
200,000
Erie Co. supportive
services

2. Prior Year Federal Grants
(unobligated funds only) (list
below)
0

3. Public Housing Dwelling Rental
Income
0

4. Other income (list below)
0

FSS Coordinator
32,779
salary & benefits

4. Non-federal sources (list below)
0

Total resources
18,608,297

3. PHA Policies Governing Eligibility, Selection, and Admissions
[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?
(select all that apply)

____ When families are within a certain number of being offered a unit:
(state number)

____ When families are within a certain time of being offered a unit:
(state time)

____ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for

admission to public housing (select all that apply)?

____ Criminal or Drug-related activity

____ Rental history

____ Housekeeping

____ Other (describe)

c. ____Yes ____ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ____ Yes ____No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ____Yes ____ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list

(select all that apply)

____ Community-wide list

____ Sub-jurisdictional lists

____ Site-based waiting lists

____ Other (describe)

b. Where may interested persons apply for admission to public housing?

____ PHA main administrative office

____ PHA development site management office

____ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year,
answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ____ Yes ____ No: Are any or all of the PHA's site-based waiting lists new for the
upcoming year (that is, they are not part of a
previously-HUD- approved site based waiting list plan)?
If yes, how many lists?

3. ____ Yes ____ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on
the site-based waiting lists (select all that apply)?
____ PHA main administrative office
____ All PHA development management offices
____ Management offices at developments with site-based waiting lists
____ At the development to which they would like to apply
____ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the
bottom of or are removed from the waiting list? (select one)
____ One
____ Two
____ Three or More

b. ____ Yes ____ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing
waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:
____ Yes ____ No: Does the PHA plan to exceed the federal targeting requirements by
targeting more than 40% of all new admissions to public housing
to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

a. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Housing
- ☐ Involuntary Displacement (Disaster, Government Action, Action of
 - ☐ Owner, Inaccessibility, Property Disposition)
 - ☐ Victims of domestic violence
 - ☐ Substandard housing
 - ☐ Homelessness
 - ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- disability
- ☐ Working families and those unable to work because of age or
 - ☐ Veterans and veterans' families
 - ☐ Residents who live and/or work in the jurisdiction
 - ☐ Those enrolled currently in educational, training, or upward mobility programs
 - ☐ Households that contribute to meeting income goals (broad range of incomes)
 - ☐ Households that contribute to meeting income requirements (targeting)
 - ☐ Those previously enrolled in educational, training, or upward mobility programs
 - ☐ Victims of reprisals or hate crimes
 - ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

____ Date and Time

Former Federal preferences:

Housing _____ Involuntary Displacement (Disaster, Government Action, Action of
____ Owner, Inaccessibility, Property Disposition)
____ Victims of domestic violence
____ Substandard housing
____ Homelessness
____ High rent burden

Other preferences (select all that apply)

disability _____ Working families and those unable to work because of age or
____ Veterans and veterans' families
____ Residents who live and/or work in the jurisdiction
mobility programs _____ Those enrolled currently in educational, training, or upward
____ Households that contribute to meeting income goals (broad range of
incomes) _____ Households that contribute to meeting income requirements
(targeting) _____ Those previously enrolled in educational, training, or upward
mobility programs _____ Victims of reprisals or hate crimes
____ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

____ The PHA applies preferences within income tiers
Not applicable: the pool of applicant families ensures that the
PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information

about the rules of occupancy of public housing (select all that apply)
____ The PHA-resident lease
____ The PHA's Admissions and (Continued) Occupancy policy
____ PHA briefing seminars or written materials
____ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for

measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
- ☐ If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to other policies based on the

results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA

make special efforts to assure access for lower-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

B. Section 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

☒ Criminal or drug-related activity only to the extent required by law or

regulation

☐ Criminal and drug-related activity, more extensively than required by law or

regulation

☐ More general screening than criminal and drug-related activity (list factors

below)

☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)

Landlords are provided with current address, current landlord (if known) and previous landlord (if known).

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based

assistance waiting list merged? (select all that apply)

☐ None

☐ Federal public housing

☒ Federal moderate rehabilitation

☒ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based

assistance? (select all that apply)

☒ PHA's agent's, Belmont Shelter Corp., main administrative office

☒ Other (list below)

Applicants may request an application by phone or mail and complete the

the PHA's application process through the mail. Applicants need not visit

agent's office to apply for Section 8 assistance.

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to

search for a unit?

If yes, state circumstances below:

As specified in HA's Administrative Plan (Chapter 8, Section F), a family may

request an extension of the voucher time period. All requests for extensions must

be received prior to the expiration date of the voucher. Extensions are permissible at the discretion of the HA up to a maximum of 60 days, primarily for

reasons as described in Admin. Plan.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by

section 8 targeting more than 75% of all new admissions to the

program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8

purpose tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special

section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the

coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences
Involuntary Displacement (Disaster, Government Action, Action of Housing
Owner, Inaccessibility, Property Disposition)
xx Victims of domestic violence (for Family Unification Program participation)
Substandard housing
xx Homelessness (for vouchers initially targeted to homeless persons)
High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)
____ Working families and those unable to work because of age or disability
xx Veterans and veterans' families (for VASH program participation)
xx Residents who live and/or work in your jurisdiction
____ Those enrolled currently in educational, training, or upward mobility programs
____ Households that contribute to meeting income goals (broad range of incomes)
____ Households that contribute to meeting income requirements (targeting)
____ Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
xx Other preference(s) (list below)

Frail elderly, families with children in foster care, persons with disabilities and
homeless veterans receive a preference in selection, but only to the extent that
targeted vouchers are available.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in
the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences
Involuntary Displacement (Disaster, Government Action, Action of Housing
Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness

High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ 1 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ 3 Other preference(s) (list below)
- Certain applicants receive preference in selection for targeted vouchers, but only to the extent that those vouchers are available.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- ☒ xx Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
- ☒ xx This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
- ☐ The PHA applies preferences within income tiers
- ☒ xx Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☒ xx The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

- a. How does the PHA announce the availability of any special-purpose section 8

programs to the public?
 xx Through published notices
 xx Other (list below)
 The PHA's extensive waitlist ensures sufficient qualified applicants without much outreach; notice of special purpose vouchers is sent to WL applicants.
 Informational notices are distributed to key area agencies.
 Housing Counselors and Housing Resource Room Coordinator and staff inform applicants of opportunities that may be available through special-purpose Section 8 Programs.

4. PHA Rent Determination Policies
 [24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

___ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

___ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)
 ___ \$0
 ___ \$1-\$25
 ___ \$26-\$50

2. ___ Yes ___ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount
or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the
circumstances
under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions
policies does the

PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-
elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of
adjusted income)

(select one)

☐ Yes for all developments

☐ Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select
all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or
elderly

only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at
ceiling rents (select

all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- ☐ Never
 - ☐ At family option
 - ☐ Any time the family experiences an income increase
 - ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - ☐ Other (list below)

- g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☐ The section 8 rent reasonableness study of comparable housing
 - ☐ Survey of rents listed in local newspaper
 - ☐ Survey of similar unassisted units in the neighborhood
 - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- ☐ At or above 90% but below 100% of FMR
 - ☒ 100% of FMR
 - ☐ Above 100% but at or below 110% of FMR
 - ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this

standard? (select all that apply)
____ FMRs are adequate to ensure success among assisted families in the PHA's
segment of the FMR area
____ The PHA has chosen to serve additional families by lowering the payment
standard
____ Reflects market or submarket
____ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)
____ FMRs are not adequate to ensure success among assisted families in the PHA's
segment of the FMR area
____ Reflects market or submarket
____ To increase housing options for families
____ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

xx Annually
____ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its

payment standard? (select all that apply)
xx Success rates of assisted families
xx Rent burdens of assisted families
xx Other (list below)
The PHA will approve payment standards up to 110% of FMR for families
with a member who has a disability and who are experiencing difficulty is
locating suitable and accessible housing.
The PHA plans to increase the payment standard to 110% of FMR in high cost
areas of the County in order to expand the availability of decent affordable
housing.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

____ \$0
xx \$1-\$25
____ \$26-\$50

b. ____ Yes xx No: Has the PHA adopted any discretionary minimum rent hardship

exemption policies? (if yes, list below)

5. Operations and Management
[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

(select one)

xx An organization chart showing the PHA's management structure
and

organization is attached.

xx A brief description of the management structure and
organization of the PHA
follows:

1) PHA Consortium

The Consortium, through its steering committee, makes major policy
decisions for
program operation, participates in periodic review of the program,
provides space in
municipal buildings as needed on an intermittent basis, and is generally
helpful to the
Administering Agency (i.e. in outreach to landlords or tenants).

2) Erie County CD Housing Steering Committee

This advisory committee is responsible for review of the program and
makes policy
recommendations to the PHA Consortium from time to time.

3) Applicant PHA

The "Applicant PHA", the Town of Amherst, is responsible for signing the
application
for Section 8 funds, signing the Annual Contributions Contract with the
U.S.
Department of Housing and Urban Development, signing the contract with
the
Administering Agency, and adopting the Administrative Plan, all on
behalf of the PHA
Consortium.

4) Administering Agency

Belmont Shelter Corp. is the Administering Agency under contract to the
Town of
Amherst on behalf of the PHA Consortium. As such, its responsibilities
are to prepare
the application(s) for Section 8 program funds, work with HUD and the
Erie County
Department of Planning(D/P) in preparing the ACC, administer the program
in
keeping with HUD requirements and the policies established by the
Consortium,
submit reports as requested by the Consortium, provide information
relative to
periodic review of the program upon request and establish accounting
procedures with

HUD and the Applicant PHA, for operation of the program.

Belmont Shelter Corp. uses HAPPY / Housing Pro Section 8 computer software to effectively manage program participant data, disperse and track housing assistance payments, and maintain and manage the waiting list.

All of the program administration day-to-day operations, including intake, certification, orientation, unit search, landlord negotiations, and inspections are performed by Housing Programs staff under the supervision of the Vice President for Housing Programs. The Finance and Administration unit, under the supervision of the Chief Financial Officer, handles all accounting, financial and computer functions associated with the programs including housing assistance payments, budgets, requisitions, audits, and reporting to HUD.

B. HUD Programs Under PHA Management

Program Name
Units or Families
Served at Year
Beginning
Expected
Turnover

Public Housing
N/A

Section 8 Vouchers
1777
466*

Section 8 Certificates
734
100%*

Section 8 Mod Rehab
188
67

Special Purpose Section
8 Certificates/Vouchers

(list individually)

Comer Settlement

100

8

Family Unification

164

59

Homeless Set-aside

206

37

Hope for Elderly Indep.

134

23

Mainstreaming Persons
with Disabilities

168

10

Project-based Assist.

56

16

Veterans Admin. Sup-
portive Hsg. (VASH)

27

9

Public Housing Drug
Elimination Program
(PHDEP)

N/A

Other Federal
Programs(list
individually)

N/A

*Expected turnover reflects certificate and voucher program turnover in ACC. as a result of the "merger rule."

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures
[24 CFR Part 903.7 9 (f)]

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

The HA reserves the right to be notified in advance if the family intends to be represented by legal counsel, advocate, or another party; have its

attorney present; and have staff persons and other witnesses familiar with the case present.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
xx PHA's agent's, Belmont Shelter Corp., main administrative office
____ Other (list below)

7. Capital Improvement Needs
[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

____ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
-or-

____ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

a. ____Yes xx No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

____ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
-or-

____ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities
(Non-Capital Fund)

_____ Yes _____ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

_____ Revitalization Plan under development
_____ Revitalization Plan submitted, pending approval
_____ Revitalization Plan approved
_____ Activities pursuant to an approved Revitalization Plan underway

_____ Yes _____ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

_____ Yes _____ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

_____ Yes _____ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition
[24 CFR Part 903.7 9 (h)]

1. _____ Yes _____ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

_____Yes _____ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description

1a. Development name:

1b. Development (project) number:

2. Activity type: _____Demolition
_____ Disposition

3. Application status (select one)

_____ Approved
_____ Submitted, pending approval
_____ Planned application

4. Date application approved, submitted, or planned for submission:
(DD/MM/YY)

5. Number of units affected:

Coverage of action (select one)
_____ Part of the development
_____ Total development

7. Timeline for activity:

a. Actual or projected start date of activity:
b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

1. _____Yes _____ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and

for families with disabilities or will apply for designation
occupancy by only elderly families or only families with
disabilities, or by elderly families and families with
disabilities as provided by section 7 of the U.S. Housing
Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year?
(If "No", skip to component 10. If "yes", complete one
activity description for each development, unless the PHA is
eligible to complete a streamlined submission; PHAs completing
streamlined submissions may skip to component 10.)

2. Activity Description
____ Yes ____ No: Has the PHA provided all required activity
description information for this component in the optional Public
Housing Asset Management Table? If "yes", skip to component 10.
If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description

1a. Development name:
1b. Development (project) number:

2. Designation type:
____ Occupancy by only the elderly
____ Occupancy by families with disabilities
____ Occupancy by only elderly families and families with
disabilities

3. Application status (select one)
____ Approved; included in the PHA's Designation Plan
____ Submitted, pending approval
____ Planned application

4. Date this designation approved, submitted, or planned for
submission: (DD/MM/YY)

5. If approved, will this designation constitute a (select one)
____ New Designation Plan
____ Revision of a previously-approved Designation Plan?

1. Number of units affected:
7. Coverage of action (select one)

____ Part of the development
____ Total development

10. Conversion of Public Housing to Tenant-Based Assistance
[24 CFR Part 903.7 9 (j)]

A. Assessments of Reasonable Revitalization Pursuant to section 202 of
the HUD
FY 1996 HUD Appropriations Act

1. ____Yes ____ No: Have any of the PHA's developments or portions of
developments been identified by HUD or the PHA as
covered
under section 202 of the HUD FY 1996 HUD Appropriations
one Act? (If "No", skip to component 11; if "yes", complete
activity description for each identified development,
unless eligible to complete a streamlined submission. PHAs
completing streamlined submissions may skip to component
11.)

2. Activity Description
____Yes ____ No: Has the PHA provided all required activity
description
information for this component in the optional Public
Housing Asset Management Table? If "yes", skip to component 11.
If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description

1a. Development name:
1b. Development (project) number:

2. What is the status of the required assessment?
____ Assessment underway
____ Assessment results submitted to HUD
____ Assessment results approved by HUD (if marked, proceed
to next question)
____ Other (explain below)

3. ____Yes ____ No: Is a Conversion Plan required? (If yes, go to block
4; if no, go
to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

☐ Units addressed in a pending or approved demolition application (date

submitted or approved:

☐ Units addressed in a pending or approved HOPE VI demolition application

(date submitted or approved:)

☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date

submitted or approved:)

☐ Requirements no longer applicable: vacancy rates are less than 10 percent

☐ Requirements no longer applicable: site now has less than 300 units

☐ Other: (describe below)

11. Homeownership Programs Administered by the PHA
[24 CFR Part 903.7 9 (k)]

A. Public Housing

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved

HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the

U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If

"No", skip to component 11B; if "yes", complete one activity

description for each applicable program/plan, unless eligible to

complete a streamlined submission due to small PHA or high performing

PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

_____ Yes _____ No: Has the PHA provided all required activity
description information for this component in the optional Public
Housing Asset Management Table? (If "yes", skip to component 12.
If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description
(Complete one for each development affected)

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

_____ HOPE I
_____ 5(h)
_____ Turnkey III
_____ Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

_____ Approved; included in the PHA's Homeownership Plan/Program
_____ Submitted, pending approval
_____ Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for
submission:
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

_____ Part of the development
_____ Total development

B. Section 8 Tenant Based Assistance

1. xx Yes _____ No: Does the PHA plan to administer a Section 8
Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937,
as implemented by 24 CFR part 982 ? (If "No", skip to
component 12; if "yes", describe each program using the table
below (copy

and complete questions for each program identified),
unless the PHA is eligible to complete a streamlined submission due
to high performer status. High performing PHAs may skip
to component 12.)

2. Program Description:

a. Size of Program

xx Yes ___ No: Will the PHA limit the number of families
participating in the
section 8 homeownership option?

If the answer to the question above was yes, which statement best
describes the

number of participants? (select one)

xx 25 or fewer participants

___ 26 - 50 participants

___ 51 to 100 participants

___ more than 100 participants

b. PHA-established eligibility criteria

xx Yes ___ No: Will the PHA's program have eligibility criteria for
participation in

its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Preparing specifics of criteria for submission to HUD for approval.
The PHA

expects that FSS participation will be required for Homeownership
participation.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

___ Yes xx No: Has the PHA entered into a cooperative agreement with
the TANF

Agency, to share information and/or target supportive
services (as
contemplated by section 12(d)(7) of the Housing Act of
1937)?

If yes, what was the date that agreement was signed?
DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select
all that

apply)

___ Client referrals

xx Information sharing regarding mutual clients (for rent
determinations and
otherwise)

_____ Coordinate the provision of specific social and self-sufficiency
services and programs to eligible families
_____ Jointly administer programs
_____ Partner to administer a HUD Welfare-to-Work voucher program
xx _____ Joint administration of other demonstration program (Family

Unification
Program)
_____ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA
employ to

enhance the economic and social self-sufficiency of assisted
families in the

following areas? (select all that apply)

_____ Public housing rent determination policies
_____ Public housing admissions policies
_____ Section 8 admissions policies
_____ Preference in admission to section 8 for certain public
housing families
_____ Preferences for families working or engaging in training or
education programs for non-housing programs operated or coordinated by
the PHA
_____ Preference/eligibility for public housing homeownership option
participation
_____ Preference/eligibility for section 8 homeownership option
participation
_____ Other policies (list below)

b. Economic and Social self-sufficiency programs

_____ Yes xx No: Does the PHA coordinate, promote or provide any
programs to enhance the economic and social self-
sufficiency of residents? (If "yes", complete the
following table; if "no" skip to sub-component 2, Family Self
Sufficiency Programs. The position of the table may
be altered to facilitate its use.)

Services and Programs

Program Name & Description

(including location, if
appropriate)
Estimated
Size
Allocation
Method
(waiting
list/random
selection/specific
criteria/other)
Access
(development office /
PHA main office /
other provider name)
Eligibility
(public housing or
section 8
participants or
both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation

Program

Required Number of Participants

(start of FY 2000 Estimate)

Actual Number of Participants

(As of: 11/01/00)

Public Housing

N/A

N/A

Section 8

b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:
The PHA received funds, in FY '00 & FY '01, that will allow for a full-time FSS Coordinator. This person will concentrate on increasing enrollment by targeting recruitment efforts to participating families, with an emphasis on contacting those who are under-employed, recently unemployed or near completion of a training or higher education program.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S.

Housing Act of 1937 (relating to the treatment of income changes resulting from

welfare program requirements) by: (select all that apply)

☐ Adopting appropriate changes to the PHA's public housing rent determination

☐ policies and train staff to carry out those policies

☐ Informing residents of new policy on admission and reexamination

☐ Actively notifying residents of new policy at times in addition to admission

and reexamination.

☐ Establishing or pursuing a cooperative agreement with all appropriate TANF

agencies regarding the exchange of information and coordination of services

☐ Establishing a protocol for exchange of information with all appropriate TANF

agencies

☐ Other: (list below)

13. PHA Safety and Crime Prevention Measures
[24 CFR Part 903.7 9 (m)]

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

_____ High incidence of violent and/or drug-related crime in some or all of the PHA's

developments

_____ High incidence of violent and/or drug-related crime in the areas surrounding or

adjacent to the PHA's developments

_____ Residents fearful for their safety and/or the safety of their children

_____ Observed lower-level crime, vandalism and/or graffiti

_____ People on waiting list unwilling to move into one or more developments due to

perceived and/or actual levels of violent and/or drug-related crime

_____ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions

to improve safety of residents (select all that apply).

_____ Safety and security survey of residents

_____ Analysis of crime statistics over time for crimes committed "in and around"

public housing authority

_____ Analysis of cost trends over time for repair of vandalism and removal of

graffiti

_____ Resident reports

_____ PHA employee reports

_____ Police reports

_____ Demonstrable, quantifiable success with previous or ongoing anticrime/anti

drug programs

_____ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to

undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

_____ Contracting with outside and/or resident organizations for the provision of

crime- and/or drug-prevention activities

_____ Crime Prevention Through Environmental Design

_____ Activities targeted to at-risk youth, adults, or seniors

_____ Volunteer Resident Patrol/Block Watchers Program

_____ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for

carrying out crime prevention measures and activities: (select all that apply)

____ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

____ Police provide crime data to housing authority staff for analysis and action

____ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

____ Police regularly testify in and otherwise support eviction cases

____ Police regularly meet with the PHA management and residents

____ Agreement between PHA and local law enforcement agency for provision of

above-baseline law enforcement services

Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

fiscal ____Yes ____ No: Is the PHA eligible to participate in the PHDEP in the year covered by this PHA Plan?

____Yes ____ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

____Yes ____ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance

with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. xx Yes ____ No: Is the PHA required to have an audit conducted under section

5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)

2. xx Yes ____ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☒ No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?

If yes, how many unresolved findings remain? _____

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to

HUD?

If not, when are they due (state below)?

17. PHA Asset Management
[24 CFR Part 903.7 9 (q)]

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information
[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA MUST select one)

- ☐ Attached at Attachment (File name)
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

_____ Considered comments, but determined that no changes to the PHA Plan
were necessary.
_____ The PHA changed portions of the PHA Plan in response to comments
_____ List changes below:
_____ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. xx Yes _____ No: Does the PHA meet the exemption criteria
provided section

2(b)(2) of the U.S. Housing Act of 1937? (If no,
continue to question 2; if yes, skip to sub-component C.)

2. _____ Yes _____ No: Was the resident who serves on the PHA Board
elected by the residents? (If yes, continue to question 3; if no, skip
to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that
apply)

_____ Candidates were nominated by resident and assisted family
organizations
_____ Candidates could be nominated by any adult recipient of PHA
assistance
_____ Self-nomination: Candidates registered with the PHA and requested
a place on ballot
_____ Other: (describe)

b. Eligible candidates: (select one)

_____ Any recipient of PHA assistance
_____ Any head of household receiving PHA assistance
_____ Any adult recipient of PHA assistance
_____ Any adult member of a resident or assisted family organization
_____ Other (list)

c. Eligible voters: (select all that apply)

_____ All adult recipients of PHA assistance (public housing and section
8 tenant-based assistance)
_____ Representatives of all PHA resident and assisted family
organizations
_____ Other (list)

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction:

Erie County Five Year Consolidated Plan - 1995-2000

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for all applicable jurisdictions: (select all that apply)

xx The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

xx The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

_____ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

xx Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Applying for additional Section 8 Rental Vouchers, if funding is authorized, as

a means to assist very low income households; including funding targeting

special needs populations and persons receiving TANF.

HA will Maintain Hope for Elderly Independence (HEI) set-aside after initial

ACC expires

HA will provide renter and homeownership counseling services to low and

very low income consortium residents to ensure geographic choice, to prevent

homelessness, and to make referrals for supportive services.

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

Funding of programs to assist the homeless and for the prevention of

homelessness which will ensure the adequacy of existing funding of Section 8

Programs targeting the homeless.

The rehabilitation of existing renter-occupied low income housing with HOME

funds will ensure that low income housing will remain in standard condition.

Support applications for funding for additional Section 8 Rental Vouchers, if

funding becomes available.

Support Housing Opportunities Made Equal in recording and investigating

reports of housing discrimination and in providing paralegal counseling to

victims of housing bias therefore enabling the HA a point of referral for

discrimination complaints.

1. Consolidated Plan jurisdiction:

Consolidated Plan, Amherst, Tonawanda, Cheektowaga Consortium -
1995-2000

2. The PHA has taken the following steps to ensure consistency of this
PHA Plan with

the Consolidated Plan for all applicable jurisdictions: (select all that
apply)

☒ The PHA has based its statement of needs of families in the
jurisdiction on the

needs expressed in the Consolidated Plan/s.

☒ The PHA has participated in any consultation process organized
and offered by

the Consolidated Plan agency in the development of the Consolidated
Plan.

☐ The PHA has consulted with the Consolidated Plan agency during the
development of this PHA Plan.

☒ Activities to be undertaken by the PHA in the coming year are
consistent with

the initiatives contained in the Consolidated Plan. (list below)

Applying for additional Section 8 Rental Vouchers, if funding is
authorized, as

a means to assist low income consortium households.

HA will Maintain Hope for Elderly Independence (HEI) set-aside
after initial

ACC expires

HA will provide renter and homeownership counseling services to low
and

very low income consortium residents to ensure geographic choice,
to prevent

homelessness, and to refer for supportive services.

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with
the following

actions and commitments: (describe below)

Funding of programs to assist the homeless and for the prevention
of

homelessness which will ensure the adequacy of existing funding of
Section 8

Programs targeting the homeless.

The rehabilitation of existing renter-occupied low income housing
through the

Community Development Block Grant Program will ensure that low
income

housing will remain in standard condition.

Support applications for funding for additional Section 8 Rental
Vouchers, if

funding becomes available.

1. Consolidated Plan jurisdiction:

City of Buffalo, New York 1995-1996 Consolidated Plan

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for all applicable jurisdictions: (select all that apply)

xx The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

xx The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

____ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

xx Activities to be undertaken by the PHA in the coming year are consistent with

the initiatives contained in the Consolidated Plan. (list below)

HA will maintain Hope for Elderly Independence (HEI) as set-aside after initial

ACC expires.

HA will apply for additional vouchers, if funding is authorized, for the

Mainstreaming Persons with Disabilities targeted Section 8 Program. HA will apply for Section 8 Rental Vouchers through the Welfare-to-

Work

Program should funding be authorized.

HA has received HUD certification as a Housing Counseling Agency, which

has enabled HA to assist residents by providing 1st time home buyer and

foreclosure prevention counseling.

____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

Funding of programs to assist the homeless and for the prevention of homelessness which will ensure the adequacy of existing funding of

Section 8

Programs targeting the homeless.

The rehabilitation of existing renter-occupied low income housing through the

Community Development Block Grant Program will ensure that low income

housing will remain in standard condition.

Support applications for funding for additional Section 8 Rental Vouchers, if

funding becomes available.

Support Housing Opportunities Made Equal in recording and investigating

reports of housing discrimination and in providing paralegal counseling to

victims of housing bias therefore enabling the HA a point of referral for

discrimination complaints.

D. Other Information Required by HUD

The PHA, in response to 24 CFR 903.7(r), has defined "substantial deviation" and

"significant amendment or modification" to the 5-Year and Annual Agency Plan as:

Discretionary changes in the plans or policies of the Public Housing Agency that

fundamentally change the mission, goals, objectives or plans of the agency and which

require formal approval of the PHA's Steering Committee and review by the Resident

Advisory Board.

Attachments

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.
Summary by Development Account
Total Estimated
Cost

1
Total Non-CGP Funds

2
1406 Operations

3
1408 Management Improvements

4
1410 Administration

5

	1411	Audit	
			6
	1415	Liquidated Damages	
			7
	1430	Fees and Costs	
			8
	1440	Site Acquisition	
			9
	1450	Site Improvement	
			10
	1460	Dwelling Structures	
			11
1465.1	Dwelling Equipment-Nonexpendable		
			12
	1470	Nondwelling Structures	
			13
	1475	Nondwelling Equipment	
			14
	1485	Demolition	
			15
	1490	Replacement Reserve	
			16
1492	Moving to Work Demonstration		

17
1495.1 Relocation Costs

18
1498 Mod Used for Development

19
1502 Contingency

20
Amount of Annual Grant (Sum of lines 2-19)

21
Amount of line 20 Related to LBP Activities

22
Amount of line 20 Related to Section 504 Compliance

23
Amount of line 20 Related to Security

24
Amount of line 20 Related to Energy Conservation
Measures

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
--	---	----------------------------------	----------------------------

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development
Number/Name
HA-Wide Activities

All Funds Obligated
(Quarter Ending Date)

All Funds Expended
(Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements

planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables

Development
Number
Development Name
(or indicate PHA wide)
Number
Vacant
Units
% Vacancies
in Development

Description of Needed Physical Improvements or Management
Improvements
Estimated
Cost
Planned Start Date
(HA Fiscal Year)

Total estimated cost over next 5 years

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management

Development
Identification
Activity Description

Name,
Number,
and
Location

Number and
Type of units
Capital Fund Program
Parts II and III
Component 7a
Development
Activities
Component 7b
Demolition /
disposition
Component 8
Designated
housing
Component 9
Conversion

Component 10
Home-
ownership
Component
11a
Other
(describe)
Component
17

